

Barnstable County Retirement Association
750 Attucks Lane, Hyannis, MA 02601
508-775-1110

We are seeking a qualified applicant for an entry level position for the Barnstable County Retirement Association which is a municipal retirement system.

Confidentiality:

- Must maintain confidentiality in all aspects of the position

Responsibilities:

- Provide superior service to our members and retirees
- Perform general office functions including (but not limited to): handling calls, walk-in visitors, emails, office correspondence, mail/mailling projects, filing, updating software databases, file maintenance, and scanning.

Skills:

- Excellent organizational and communication skills
- Working knowledge of office equipment such as adding machines, printers, scanners, copiers, and fax machines
- Ability to quickly learn new software and navigate a PC
- Working knowledge of Microsoft Office (Word, Excel and Outlook)
- Keen attention to detail and ability to problem solve
- Ability to multi-task and prioritize work in a confidential environment

Benefits:

- Health/Dental/Life Insurance
- Paid Time off
- Retirement Pension Plan

Education and experience:

- High School diploma or equivalent; associates degree in accounting/business preferred; or any equivalent combination of education, training and experience. Experience in MA Public Pension system and PTG software a plus.

Schedule:

- Office hours are Monday-Friday 8:00am -4:pm with half hour lunch break
- Starting salary \$48,184.50

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

HOW TO APPLY:

Please submit resume to Susy Holmes via email to sholmes@barnstablecountyretirement.org
Resumes will be accepted until the position is filled

Barnstable County Retirement Association is an equal opportunity employer. We encourage diversity in our workforce and are committed to creating an inclusive environment for all employees.